

6 June 1947

MEMORANDUM FOR THE DEPUTY ASSISTANT DIRECTOR, REPORTS AND ESTIMATES

Subject: Summer leave schedule

25X1A

1. In view of [ ] impending operation, the summer leave schedule of key personnel in the Intelligence Staff has been rearranged as follows:

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[ ]

- 10 June until, presumably, the latter part of July, depending on the advice of his physician.

Lay

- 4 July through 3 August

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[ ]

- 2 August through 1 September

Ruddock

25X1A 9 August through 7 September

2. During my absence [ ] will presumably be back. Lay will be available to act as his deputy, with [ ] in charge of the Projects Division and Smith in charge of the Current Division. [ ] would have had some eight week's experience as Ruddock's principal assistant before Ruddock's departure.

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3. In view of the change in my plans for leave in June, I request permission to be absent on Monday, 16 June, and on Monday, 30 June. Both Lay and Ruddock will be present on those dates.

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[ ]

Chief, Intelligence Staff, ORE

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